

Mesquite Fire & Rescue NOTICE OF PRIVACY PRACTICES



Mesquite Fire Rescue is required by law to maintain the privacy of certain *protected health information* (**PHI**) and provide to you with a notice of our legal duties and privacy practices with respect to your protected health information, and to abide by the terms of the notice currently in effect.

Mesquite Fire Rescue may use PHI for the purpose of treatment, payment and health care operations. The following are examples of our uses of PHI:

Treatment:

This includes oral communications through the 911 dispatcher regarding your medical



condition and certain individually identifiable information such as your name and address. This also includes other oral communication and written records of our treatment provided to the hospital where we transfer your care and treatment.

Payment:

This includes any necessary activities to obtain reimbursement for services provided to you, such as determining medical necessities, submitting claims to insurance carriers and collection of outstanding accounts.

Health Care Operations:

This includes continuous quality improvement activities, training programs to ensure the continued quality of our services, surveys of your assessment of our services, and creating statistical reports that do not identify you individually.

Other uses and disclosures of PHI permitted or required by law:

- Under emergency circumstance to identify a deceased person or the cause of death.
- Limited law enforcement activities such as to identify and locate a suspect or to stop a crime.
- Activities related to national defense and security.
- Oversight of the health care system.
- Legal processing as required by a court or an administrative order, or in response to a subpoena.
- Communication with individuals that are directly involved in your care.
- Other use and disclosure as permitted or required by law.

All other uses and disclosures of PHI will be made only with your authorization, and you have the right to revoke such authorization at any time, in writing, except to the extent that we have already used or disclosed PHI in reliance on that authorization.

As a patient, you have certain rights under the privacy rule with respect to your PHI:

- You have the right to access, inspect and make copy of your PHI.
- You have the right to amend your PHI. We do

- not have to comply with your request if we believe the PHI is accurate and correct.
- You have the right to an accounting of PHI we use or disclose to carry out treatment, payment and health care operations, or the use and disclosure of PHI that you have given authorization.
- You have the right to request restrictions on certain uses and disclosure of your PHI. We are not required to agree to a requested restriction.
- You have the right to receive confidential communications of your PHI.
- You have a right to obtain a paper copy of this notice upon request.

You also have the right to file a complaint with Mesquite Fire Rescue and with the Secretary of the Department of Health and Human Services if you believe your privacy rights have been violated. You will not suffer retaliation for filing a complaint.

You are invited to contact our Privacy Office regarding any information identified in this notice, to file a complaint, or to exercise any of your rights listed in this notice.

City of Mesquite Fire Rescue Privacy Office 10 East Mesquite Blvd. Mesquite, NV 89027 (702) 346-2690

Effective date of this notice: September 1, 2002
Reviewed for accuracy:
October, 2007

Mesquite Fire Rescue reserves the right to change its privacy practices and the terms of this Notice and to apply the revised practices to PHI created or received. You may request a new copy of the Notice by contacting the above Privacy Office.